

# POSITION DESCRIPTION

1. Agency PDCN 70399W00

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> New  <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> Other Explanation: Application of US OPM JFS for Admin and/or Asst Work in HR Mgmt Gp, GS-0200 dtd Dec 2000		3. Service <input type="checkbox"/> HQ <input checked="" type="checkbox"/> Field		4. Empl Office Location		5. Duty Station		6. OPM Cert #	
7. Fair Labor Standards Act Not Applicable				8. Financial Statements Required <input type="checkbox"/> Exec Pers Financial Disclosure <input type="checkbox"/> Employment & Financial Interests				9. Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No	
10. Position Status <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (32 USC 709) <input type="checkbox"/> SES (Gen) <input type="checkbox"/> SES (CR)				11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> Non-Sensitive <input type="checkbox"/> Noncritical Sens <input type="checkbox"/> Critical Sens <input type="checkbox"/> Special Sens		13. Competitive Level	
14. Agency Use Warrant Officer									

15. Classified/Graded by  
☐ a. US Office of Pers Mgt ☒ b. Dept, Agency or Establishment ☐ c. Second Level Review ☐ d. First Level Review

Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
Human Resources Specialist (Information Systems)	GS	0201	09	djs	12 Mar 03

16. Organizational Title (If different from official title)		17. Name of Employee (optional)	
18. Dept/Agency/Establishment - National Guard Bureau		c. Third Subdivision -	
a. First Subdivision - State Adjutant General		d. Fourth Subdivision -	
b. Second Subdivision - Human Resources Office		e. Fifth Subdivision -	

19. Employee Review. This is an accurate description of the major duties and responsibilities of my position. Employee Signature /Date (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes related to appointment and payment of public funds. False or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor/Manager (optional)

Signature

Date

Signature

Date

21. Classification/Job Grading Certification: I certify this position has been classified/graded as required by Title 5 USC, in conformance with USOPM published standards or, if no published standards apply directly, consistently with the most applicable standards.

22. Standards Used in Classifying/Grading Position  
 US OPM Job Family Position Classification Standard for the Administrative Work in the Human Resources Management Group, GS-0200, dated Dec 2000.

Typed Name and Title of Official Taking Action

DEBRA J. SPILMAN

Human Resources Specialist (Classification)

Signature

Date

//signed//

12 Mar 03

Information For Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or OPM. Information on classification/job grading appeals is available from the personnel office.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (Opt)										
b. Supervisor										
c. Classifier										

24. Remarks:

Released from NGB-HRC, CRA 03-1002, dated 12 Mar 03.  
 Replaces #70055000, PD #9015000/F8700000 & N0123

25. Description of Major Duties and Responsibilities (SEE ATTACHED)

25.

DUTIES:

This position is located in the state Human Resources Office (HRO). The purpose of this position is to serve as an assistant to the Senior Human Resources Specialist (Information Systems) in managing and maintaining the DOD Enterprise-Wide Automated Human Resources (HR) System called Modern Defense Civilian Personnel Data System (DCPDS).

This position is intended for Warrant Officer incumbency. This assignment determination is based on the description of duties outlined in AR 611-21, paragraph 8-65. Military Occupational Specialty 420A – Military Personnel Technician.

--Performs actions to initiate system on-line and off-line operations and ascertain and document systems status. Provides technical assistance and guidance to staff and line managers, supervisor, the Human Resources Officer, functional chiefs, specialist staff, and clerical staff in the operation, maintenance and capabilities of human resource information system. Assists the senior specialist in directing and monitoring operations and maintenance of local personnel system. Performs database quality assurance to include analyzing quality control queries, rejects, DCPDS/DCPS data reconciliation's and rejects from reports and daily products to determine trends, identify problem areas, and recommend modification, addition or deletion of products. Establishes schedules to meet DCPDS requirements. Responsible for daily pick up and distribution and analysis of print products and ensure they conform to requirements and meet quality standards. Submits requests for changes to system tables to appropriate headquarters staff and verifies the validity of the changes requested. Documents and reports system problems. In accordance with writing guidance, verifies that system enhancements and system patches are working properly.

--Provides initial training to newly assigned HRO functional staff to familiarize them with operating remote terminals, coding and inputting transactions, and maintaining system security. Provides training to HRO staff on routine data retrieval from the Customer Support Unit (CSU) and the Regional Support Center (RSC) databases. Assists or leads periodic formal training designed to inform users of current and future changes. Plans, conducts and evaluates training of state personnel, to include training related to information management routines using modifications and procedures, and operations of computer terminals. Monitors progress until competence is developed within HRO functional areas. Develops operating instructions for use of HRO staff.

--Uses data system skills and human resources management and administrative knowledge to assist senior specialist in all aspects of analyzing and managing the

automated personnel system. Provides advice on the use of data for compiling personnel and statistical reports and preparing personnel action documents. Applies a practical knowledge of human resources management rules, regulations, policies, and procedures that have impact on or are related to DCPDS. Schedules system activity to ensure HRO functional staff has time to input transactions and ensures all system operational processes are accomplished. Researches and analyzes problem; and monitors action requested to ensure that problems encountered are fixed. Reviews data flow action to ensure that interfacing systems are updated or initiates process to re-flow the data. Ensures system changes are implemented within given time constraints. Arranges for and assists in upload of patches, messages, and system advisory notices to ensure proper system operation. Identifies system operational problems and works with local mainframe system service office, headquarters or design activity to effect timely resolution. Performs uploading/downloading of files. Assists in the determinations of equipment needs, discrepancies, relocation, etc. Ensures that unauthorized persons do not have access to the system.

-- Ensures the integrity and upgrade of system hardware and communications required for continued operations through coordination and cooperation with responsible office, including local area network (LAN) operations. Assists with security management to include performance of access control management, accountability verification and validation of resources, system backup and recovery, virus detection and elimination. Serves as the backup focal point for monitoring and controlling DCPDS/DCPS data access for the HRO. Performs user account management services by identifying users to be added/deleted/modified, grouped by assignments and system privileges to insure confidentiality.

--Performs other duties as assigned

Factor 1 – Knowledge Required by the Position:

FL1-6

950 points

--Knowledge of all the human resources functional areas and their data requirements pertaining to the automated personnel data system. Applies a basic knowledge of technician and AGR personnel procedures that impact on or are related to automated personnel data system operating procedures, capabilities and requirements.

--Knowledge of HR methods, principles and practices, including processing knowledge of staffing, recruitment, benefits, position classification, etc., terminology, provisions and restrictions translate HR business practices into information system requirements, to train users on established practices, and uses of the system.

--Application of technical skill, knowledge, and judgment in the use of the fundamental principles, concepts and techniques of human resources administration and knowledge of the occupational and organizational structure served.

--Knowledge of documentation procedures, customary fact-finding approaches, or similar established techniques and requirements to maintain and enhance data needs to the service population, to provide HR reports.

Factor 2 - Supervisory Controls:

FL 2-3

275 points

Supervisor and/or the senior HR Specialist (Information Systems) assigns work in terms of objectives to be achieved, general quality, deadlines and priorities. Incumbent determines methods and resources necessary for work accomplishment. Incumbent works independently, initiating contacts as required and coordinating all assigned tasks. Controversial assignments for which clear precedent does not exist are referred to the supervisor or senior HR specialist. Completed work is reviewed in terms of overall effectiveness of system operation in support of the human resources program, timeliness of actions and compliance with NGB policies.

Factor 3 – Guidelines:

FL 3-3

275 points

--Guidelines are in the form of US OPM standards and guidance, Air Force Manuals, National Guard regulations and policies, and software and hardware manuals. The guidelines are generally broad in scope requiring adaptation and interpretation in application to current National Guard dual status (DS)/non-dual status (NDS) and Active Guard Reserve, (AGR) positions, issues, and problems. Judgment is used in researching, selecting, interpreting and modifying guidelines to meets specific situations.

Factor 4 – Complexity:

FL 4-3

150 points

--Work involves the provision of a variety of information systems support to the HRO staff. Incumbent identifies a variety of issues, analyzes relevant factors and conditions and determines the most effective approach from among a wide variety of established techniques and methods. Analyzes office automation functions and recommends changes to resolve persistent problems. Incumbent assists HR staff by gathering needed data and generating required reports. Coordinates with the various functional specialists to determine services needed in response to program changes. Reviews assistance requests to ensure appropriateness and applicability of established HR policies, regulations and procedures. Incumbent consults with a senior HR specialist on assignments involving conflicting, ambiguous or incomplete data.

Factor 5 – Scope and Effect:

FL 5-3

150 points

--The incumbent trains and advises on DCPS functionality resolving specialized problems using guidance on human resources/payroll workarounds, information systems manuals. Develops or has input on coding sheets to keep quality of data at it's highest level. The incumbent resolves and advises on specialized problems and issues involving automated systems both personnel and non-personnel.

--The work affects the decisions reached by the senior specialist and influences HR specialists in daily performance of their jobs. Work performed contributes significantly to customer satisfaction and data quality with regard to the automated system in the areas of human resources (i.e. recruitment and placement, classification, employee benefits, etc.).

Factor 6 – Personal Contacts andFactor 7 – Purpose of Contacts:

Matrix 2-b

75 points

--Contacts are generally within the HRO, but outside the Information Systems immediate office. Incumbent deals with various levels of management within the state, as well as with NGB-HRI and counterparts at other state HROs.

--Purpose of the contacts is to plan, coordinate, or advise on work efforts, or to resolve issues or operating problems, and provide advice and recommendations. Contacts typically involve identifying options for resolving problems.

Factor 8 – Physical Demands:

FL 8-1

5 points

--The work is primarily sedentary. Occasionally lifts computer monitors, CPUs and printers. Computer installation requires some bending, stretching, crawling and working in tight areas.

Factor 9 – Work Environment:

FL 9-1

5 points

--Work is typically performed in an adequately lighted and climate controlled office. Travel is required for the purpose of meetings, national workshops and symposiums paid by the National Guard.

## EVALUATION STATEMENT

A. Title, Series, and Grade: Human Resources Specialist (Information Systems), GS-0201-09.

B. References: US OPM Job Family Position Classification Standard for Administrative Work in the Human Resources Management Group, GS-0200, dated Dec 2000.

C. Background Information: This position description has been developed as a result of organization needs and the application of the new OPM GS-0200 job family standard and to address rapidly changing technology, new personnel systems.

D. Series, Title, and Grade Determination:

1. Series: The GS-201 Human Resources Management Series covers two-grade interval administrative positions that manage, supervise, administer, advise on, or deliver human resources management products or services. The purpose of this position is to assist with Information Systems advisory services. The duties are a direct match to the GS-0201 occupational series. Therefore, the position is classified to the GS-0201 series.

2. Title: The basic title for positions classified to the GS-0201 series is Human Resources Specialist. A parenthetical title of "Information Systems" is added to denote specialization in work involving position evaluation and the responsibility for developing and maintaining state personnel systems.

3. Grade: See the attached Factor Evaluation Statement (FES) position evaluation statement.

E. Conclusion: Based on the above evaluation, this position is classified as Human Resources Specialist (Information Systems), GS-0201-09.

Classifier: Debra J. Spilman, NGB-HR, Classification Activity

Date: 12 Mar 03

**FACTOR EVALUATION SYSTEM  
POSITION EVALUATION STATEMENT**

FACTOR	LEVEL	POINTS	REMARKS
1. KNOWLEDGE REQUIRED	1-6	950	<p>Work requires knowledge of a wide range of methods, principles, practices and terminology in all human resources functional areas to assist the primary Human Resource Specialist (Information Specialist) in maintaining data quality in the personnel data system(s) used in the state. Knowledge is also required to train users on established practices, and uses of the database system(s) and design, retrieve and provide HR reports to serviced population.</p> <p>Does not meet level 1-7 as the higher graded specialist handles the more difficult/complex information systems tasks.</p>
2. SUPERVISORY CONTROLS	2-3	275	<p>This position assists a higher graded Information Systems Specialist. The supervisor or a senior HR specialist assigns work in terms of objectives to be achieved, general quality and timeliness. Incumbent independently carries out assignments in conformance with accepted policies and practices. The higher graded Information Systems Specialist is available to provide assistance on the more controversial or unusual situations. Completed work is reviewed in terms of overall effectiveness of system operation in support of the human resources program, timeliness of actions and compliance with NGB policies.</p> <p>Does not meet Level 2-4 where the employee and supervisor in</p>

FACTOR	LEVEL	POINTS	REMARKS
			consultation determine scope of assignments and timelines. Also at Level 2-4, the employee is expected to independently handle controversial and unprecedented issues and problems. These types of situations would be referred to the higher graded specialist for resolution.
3. GUIDELINES	3-3	275	<p>Guidelines are numerous and while not always directly applicable to the specific situation, they do generally address the work being performed. The incumbent is required to use judgment in researching, choosing, interpreting and applying available guidelines to specific problems or issues encountered.</p> <p>Does not meet Level 3-4. While guidelines may not be directly applicable to issues and problems, they do generally relate to assignments performed. Available guides, regulations and manuals are numerous, unlike Level 3-4 where guidelines are scarce, inapplicable or have gaps in specificity requiring significant interpretation or adaptation.</p>
4. COMPLEXITY	4-3	150	The work of this position fully matches Level 4-3. It is more involved with the technical, factual issues rather than requiring the provision of advisory services as would be required at Level 4-4. Issues for which an established technique or method is not readily available is referred to a higher graded specialist. Incumbent identifies a variety of issues, analyzes relevant factors and conditions and determines the most effective approach from among a wide variety of established techniques and



FACTOR	LEVEL	POINTS	REMARKS
			methods. Complex problems involving conflicting or incomplete information (that typical at Level 4-4) is handled by a higher graded specialist.
5. SCOPE AND EFFECT	5-3	150	The incumbent resolves and advises on specialized problems and issues involving automated personnel systems. The work ultimately affects the perception of the overall quality and efficiency of various human resource areas (i.e. recruitment and placement, classification, employee benefits, etc.), thus fully meeting the requirements for Level 5-3. It does not, however, significantly impact major HR programs throughout the bureau as would be required at Level 5-4, thus, Level 5-4 is not met.
6. PERSONAL CONTACTS & 7. PURPOSE OF CONTACTS	2b	75	<p>Contacts are with individuals within the State or NGB-HRI and fall within those described for Level 2. They do not meet the requirements of Level 3 as few, if any, contacts occur with people outside NGB.</p> <p>The purpose of contacts is to resolve problems with the information systems or data maintained in the information systems. This fully meets the requirements for Level B. Contacts generally do not involve highly controversial issues requiring the incumbent to exercise the greater persuasive skills needed at Level C.</p>
8. PHYSICAL DEMANDS	8-1	5	While some lifting is required, the work is primarily sedentary requiring no special physical effort
9. WORK ENVIRONMENT	9-1	5	Work is performed in an office setting. No special safety precautions required.

FACTOR	LEVEL	POINTS	REMARKS
TOTAL POINTS ASSIGNED: 1885			GRADE: 09

FINAL CLASSIFICATION: Human Resources Specialist (Information Systems),  
GS-0201-09

Classifier: Debra J. Spilman, NGB-HR-Classification Activity

Date: 12 Mar 03

**ADDENDUM FOR ALL DUAL-STATUS POSITION DESCRIPTIONS****d. OTHER SIGNIFICANT FACTS**

Incumbent may be required to prepare for and support the mission through the accomplishment of duties pertaining to military training, military readiness, force protection and other mission related assignments including, but not limited to, training of traditional Guard members, CWDE/NBC training, exercise participation (ORE/ORI/UCI/MEI/OCI/IG, etc.), mobility exercise participation, FSTA/ATSO exercise participation, SABC training, LOAC training, weapons qualification training, participation in military formations, and medical mobility processing within the guidelines of NGB/ARNG/ANG/State/TAG rules, regulations and laws.